

REQUEST FOR AUTHORIZATION BY PRIMARY OPERATING UNIT FOR OFFICIAL ENTERTAINMENT OR REPRESENTATION

TO: _____
(Name and Title)

Expenditures of more than \$2,500 must be sent to Chief Financial Officer and Assistant Secretary for Administration (the Assistant Secretary); \$2,500 or less can be approved by an authorized official within primary operating unit.

FROM: _____
(Print Name and Title) (Signature and Date)

1. Description of Function (Include date and city and state or country)

2. Justification (Objective of function)

Project is essential to further objectives: ☐ Yes ☐ No

Objective could not be furthered as effectively without project: ☐ Yes ☐ No

Briefly explain why costs are reasonable:

3. Estimated Cost (Attach separate list of individual items and amounts.)

	Balance of Funds Available
\$	\$

4. Source of Funds

☐ Appropriated Funds

☐ Mutual Educational & Cultural
Exchange Act (MECEA)

☐ Gift and Bequest Funds

Domestic Hospitality

5. Guest List (Attach separate list including title and affiliation of each non-Government attendee.)

6. Government Attendees (Attach separate list including Department and bureau affiliation and title of each individual.)

Are more than 50% of the total attendees federal employees? ☐ Yes ☐ No

If yes, is the function primarily for the benefit of the Government rather than Federal employees? ☐ Yes ☐ No

7. Clearances

Initials

Date

Program Deputy Assistant Secretary (If appropriate)

Operating Unit Budget Officer-Funds Available

☐ Yes

☐ No

8. Primary Operating Unit ☐ approval ☐ disapproval

9. Office of the Secretary ☐ approval ☐ disapproval

Name and Title

Date

CFO & Assistant Secretary for Administration

Date